

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Edie	<i>[initials]</i>	8/24
2. Tony	<i>[initials]</i>	8/20
3. Marie		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Attached is the note re the OL Emergency Procedures that I-mentioned this morning.

MARIE
 TIME, PLEASE SEND
 NOTE TO EO AS
 WRITTEN.

STAT

DO NOT use this form as
 clearances, and similar actions

[Signature]
 8/20/86
 concurrences, disposals,

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Marie	
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA

20 August 1986

STAT

NOTE FOR: [REDACTED]

SUBJECT: Request that Copies of the OL Emergency Procedures Manual be Sent to Additional Components

Bill:

STAT
STAT

1. Regarding your request that additional copies of the OL Emergency Procedures Manual be sent to the Directors of OMS and OS and the management staffs of the DCI, DI, DO, and DS&T, [REDACTED] [REDACTED] called [REDACTED] Plans Office, DDA, to check on the distribution made by them of the five copies we sent them in June.

STAT

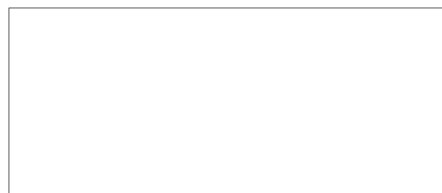
2. [REDACTED] said that they sent copies to the Security Duty Office of the Headquarters Security Division, the Office of Medical Services, and the main CIA Operations Center.

3. Mary said she didn't think the D/OS or D/OMS would have any use for the manual. She also felt that it was prepared for DA personnel, as were the sections on Security and Medical Services, and that components outside of the DA should call the Security Duty Office in case of emergency rather than calling OL, OMS, or anyone in OS other than the SDO.

4. Mary felt that sending copies of DA emergency procedures outside the DA would only confuse the recipients since their present emergency contact is the SDO who knows the appropriate numbers to call.

5. In view of the above, you may want to reconsider sending the additional copies you mentioned. Please let me know what you decide.

STAT



8/5/86

MARIE :

STAT

DURING A 1 HOUR ORIENTATION OF [REDACTED] ON 8/5/86 WE REFERRED TO THE FINE PRODUCT YOU PREPARED ON THE "OFFICE OF LOGISTICS EMERGENCY PROCEDURES." HE HAD NOT SEEN IT BUT WAS VERY IMPRESSED WITH IT WHEN HE SKIMED THROUGH IT. HE ASKED WHAT DISTRIBUTION HAD BEEN MADE AND FURTHER ASKED THAT ADDITIONAL COPIES BE SENT TO THE FOLLOWING :

1. DIRECTOR OF SECURITY
2. HEADQUARTERS SECURITY DIVISION
3. DIRECTOR OFFICE OF MEDICAL SERVICES

HE ALSO ASKED THAT COPIES BE SENT TO THE MANAGEMENT STAFF TYPES IN EACH MAJOR DIRECTORATE FRONT OFFICES (IE DDO, DDI, DDS&T, DCI.) HE MENTIONED THE FOLLOWING WHICH MUST BE DOUBLE CHECKED BEFORE SENDING

ILLEGIB

1. DDI - M&PS
2. DDS&T - JMS
3. DDO - SSA
4. DDO - (FIND OUT WHAT THEIR PRIME MNGT STAFF IS)
4. DCI - (" " " " " " " ")

PLEASE PREPARE THE COPIES AS REQUESTED WITH APPROPRIATE TRANSMITTAL MESSAGE FOR D/L SIGNATURE. ALSO PUT THESE ADDITIONAL PEOPLE (COMPONENTS) ON NEXT YEAR'S STANDARD DISTRIBUTION.

STAT

8/5/86